

Information Technology Resource Management Council (ITRMC)
Access Idaho Steering Committee

Meeting Minutes

(Approved by Committee January 22, 2004)

December 4, 2003

The Access Idaho Steering Committee monthly meeting was held on Thursday, December 4, 2003, from 1:30 to 3:10 p.m., in Conference Room 155 of the LBJ Building, Boise, Idaho.

CALL TO ORDER, WELCOME

Chairman **Bill Farnsworth**, who welcomed members and others in attendance, called the meeting to order.

ATTENDANCE

Members Present:

Bill Farnsworth, ITRMC Staff
Chuck Goodenough, Secretary of State's Office
John McAllister, Department of Labor
Rob Spofford, Department of Water Resources
Jeff Walker, Access Idaho

Absent Member(s):

Mark Little, Division of Purchasing
Susan Simmons, Idaho Transportation Department

Others Present:

Jon Eckerle, Department of Administration
Emily Gales, ITRMC Staff

REVIEW OF SERVICE LEVEL AGREEMENTS

The group briefly discussed the financial aspects of the **Department of Health and Welfare Service Level Agreement (SLA)**.

MOTION: Goodenough moved and Spofford seconded a motion to approve the Department of Health and Welfare SLA, and the motion passed unanimously.

MOTION: Spofford moved and Goodenough seconded a motion to approve Addendum A to the State Insurance Fund SLA, and the motion passed unanimously.

Logistics of the **interactive voice recognition (IVR) application** pursuant to **Addendum E to the State Tax Commission SLA** were talked about.

MOTION: Spofford moved and McAllister seconded a motion to approve Addendum E to the State Tax Commission SLA and the motion passed unanimously.

MOTION: McAllister moved and Spofford seconded a motion to approve the October 30, 2003, Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

REPORT FROM ACCESS IDAHO

Jeff Walker, Access Idaho, reviewed the following:

- **Access Idaho charges to agencies** (refer to handout:
<http://www2.state.id.us/itrmc/committees/accessidaho/minutes/m031204/agencyfees.pdf>)
- **Access Idaho Third-quarter financial report** (refer to handout:
<http://www2.state.id.us/itrmc/committees/accessidaho/minutes/m031204/financial.pdf>)
- **Access Idaho 2003 application/website stats** (refer to handout:
<http://www2.state.id.us/itrmc/committees/accessidaho/minutes/m031204/2003apps.pdf>)
- Access Idaho **General Manager's Report** (refer to handout:
http://www2.state.id.us/itrmc/committees/accessidaho/gm_reports/oct-nov03.pdf)

IDAHO.GOV URL APPROVALS

Committee Guidelines

Regarding a member-requested document defining the role of the Committee with respect to '.gov' uniform resource locator (URL) approvals, Chairman Farnsworth had placed the text within ITRMC IT Enterprise Guideline G410, Idaho.gov, Id.gov Domains (see: http://www2.state.id.us/itrmc/committees/accessidaho/minutes/m031204/G410_rev.pdf). The revised guideline would be reviewed for approval by the ITRMC at its meeting on December 17.

Requests for Approval

The Idaho Department of Commerce (IDOC) requested a list of second-level '.gov' URLs (refer to handout: <http://www2.state.id.us/itrmc/committees/accessidaho/minutes/m031204/dot-gov.pdf>). There was some discussion on the list submitted by the IDOC.

Farnsworth had submitted a list of third-level domain names for approval (see handout: <http://www2.state.id.us/itrmc/committees/accessidaho/minutes/m031204/dot-gov.pdf>.) These "enterprise level" URLs would serve as portals for multiple agency areas of interest. Farnsworth touched on each requested URL. Committee members suggested 'taxes.idaho.gov' and 'engery.idaho.gov' be added to the list. It was anticipated the involved agencies, when decided on, would organize each respective portal's content.

The entire list of requested URLs was considered in detail. **Jon Eckerle**, Department of Administration, recognized potential conflicts with similar domain names, such as 'IdahoBusiness.gov' and 'Business.Idaho.gov.' Chairman Farnsworth saw these situations as potentially confusing, but not necessarily conflicting.

MOTION: Farnsworth moved and McAllister seconded a motion to approve on an annual basis, use of the following URLs by State of Idaho entities: 'IdahoCommerce.gov,' 'IdahoBusiness.gov,' 'IdahoCommunities.gov,' 'RuralIdaho.gov,' 'IdahoWorks.gov,' 'IdahoTrade.gov,' 'IdahoAsia.gov,' 'IdahoMexico.gov,' 'BrandIdaho.gov,' 'IdahoNews.gov,' 'VisitIdaho.gov,' 'VisitID.gov,' 'Skildaho.gov,' 'FilmIdaho.gov,' 'TourIdaho.gov,' 'IdahoRec.gov,' 'IdahoRecreation.gov,' 'IdahoMeetings.gov,' 'LewisandClarkIdaho.gov,' 'TravelIdaho.gov,' 'IdahoTravel.gov,' 'Idahogolftrail.gov,' 'Idahost.gov,' 'Idahotourism.gov,' 'Idahowinter.gov,' 'Business.Idaho.gov,' 'Trucking.Idaho.gov,' 'Licencing.Idaho.gov,' 'Recreation.Idaho.gov,' 'Rural.Idaho.gov,' 'Health.Idaho.gov,' 'EmpPortal.Idaho.gov,' and 'Security.Idaho.gov,' and the motion passed with one abstention.

Chairman Farnsworth had also requested the third-level domain '**empportal.idaho.gov**' for enterprise-level use. There was brief discussion on the state's formal process for requesting '.gov' URLs.

MOTION: Spofford moved and McAllister seconded a motion to approve on an annual basis, use of the URL 'empportal.idaho.gov' by the State of Idaho, and the motion passed with one abstention.

John McAllister, Department of Labor, suggested 'employee.idaho.gov' be used rather than 'empportal.idaho.gov.'"

Farnsworth handed out a '.gov' promotional brochure. The group briefly discussed the nationwide move to the '.gov' domain.

Chairman Farnsworth then presented a draft layout revision of the state homepage.

There was more discussion on the '.gov' domain structure and how it would be used in Idaho.

NEW BUSINESS / ADJOURNMENT

Members were given a **2004 meeting schedule** (see: <http://www2.state.id.us/itrmc/committees/accessidaho/minutes/m031204/2004schedule.pdf>).

As there was no other business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 3:10 p.m. The next Access Idaho Steering Committee meeting was scheduled for Thursday, January 22, 2004, from 1:30 - 3:00 p.m. in Conference Room 155 of the LBJ Building, 650 West State Street, Boise. Members agreed to cancel the December 18 meeting.

Respectfully submitted,

Emily Gales, ITRMC Assistant